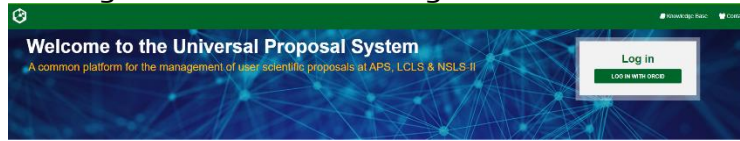1. Please register into the Universal Proposal System (UPS) using your ORCiD credentials. **Please use either Chrome or Edge as your browser for the initial login.**
   a. Click log in on the UPS Home Page.

   b. Once redirected to the ORCiD page, if you already have an ORCiD account, click "Sign In."
      - Do not sign in via the Google, Facebook, or your institution buttons – those are not managed by the UPS programming team and may not be set up to register you within the UPS system appropriately.
      - If you need to create an ORCiD account, follow the instruction under "Create your ORCID iD."
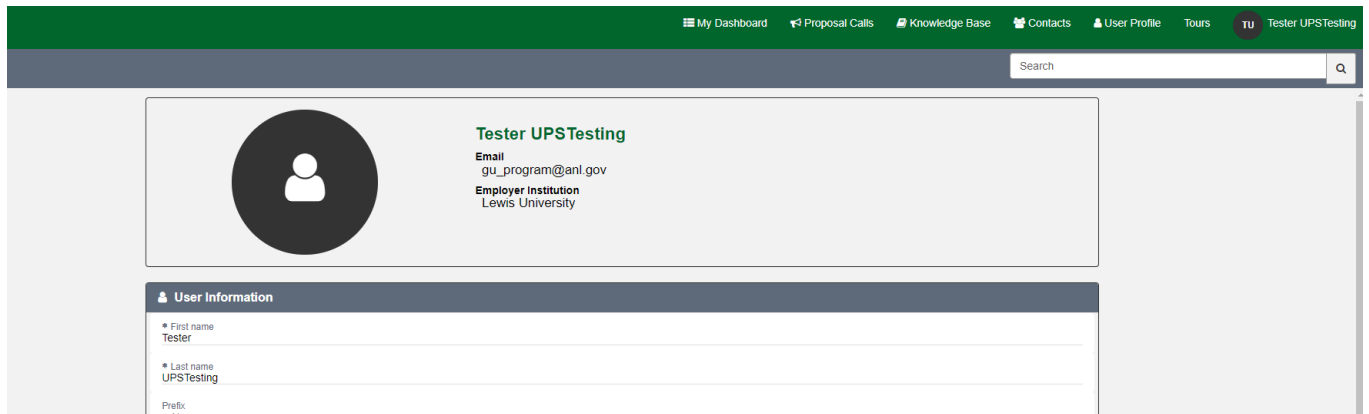

   c. Authenticate into UPS by logging in with your ORCiD credentials.
   d. Click on User Profile (top right corner) and update all required user information. You will not be able to navigate away from this screen until all required fields are filled out.

2. **IMPORTANT!** Once your user account is set up in UPS, please email apsproposals@anl.gov with your name and badge number which will enable us to assign appropriate permissions to you in the UPS.